Alberta Women's Bureau
INFORMATION

HOW TO PREPARE A MEANINGFUL RESUMÉ

June 1976

1402 Centennial Building, 10015-103 Avenue, Edmonton, Alberta T5J-OH1
Telephone: 403/427-2470

Alberta
WOMEN'S BUREAU

HOW TO PREPARE A MEANINGFUL RESUMÉ

Applying for a job is an art, and there are techniques which can be used to ensure an accurate image of yourself. A well prepared resumé is impressive and is one sure way to spark enough interest in you by a prospective employer to gain you an interview.

Very little has been written on the preparation of a meaningful resumé. The following ideas can be varied to suit the position for which you are applying.

Covering Letter

Include a covering letter to introduce yourself and your related experience to a prospective employer.

REMEMBER:

1. Be neat. Type the application if possible and don't make corrections on your final copy. Use proper English with no spelling errors.

2. Refer to the position title and number.

3. Include a return address of where you would like to be contacted to maintain confidentiality of the application.

4. Include your full name.

5. Introduce briefly your most significant related experience to the position for which you have applied.

6. Be brief but include all pertinent information.

Resumé

A. Overview Data

Prepare a page which includes the following information:

- Position applied for (State title of position and include any position numbers.)
- Name
- Address
- Telephone numbers (business and residence)
- Date of birth
- Citizenship (Canadian, landed immigrant, neither)
- Education (Include name and location of educational institution, course completed, date, and diploma or degree obtained.)
- Training Courses
- References (Always obtain permission to use people's names as references. Include one business reference and one character reference.)
- Languages (List all languages in which you are conversant.)
- Date available for work if accepted

B. Employment History

1. List your previous employment history starting with your present (or most recent) position and working backwards. This should include the title of the position, the number of years in that position, responsibilities and duties.

2. If possible, use points rather than paragraphs to explain, as points are much easier to read and digest.

3. Be more detailed in your description of positions held over the past five years than those prior to that time.

4. Use headings to emphasize change of topic.

5. Underline and capitalize for emphasis.

6. Attach supporting documentation if there is something that you have done very well.

C. Personal Supporting Data

1. Special awards or distinctions
2. Offices held in clubs or organizations
3. Volunteer experience
4. Hobbies and interests

D. Your Objectives for the Future

Points to Remember

1. Always try to apply with an original application. If this is not possible, keep the original and make sure that every copy is taken from the original.

2. Cluster and summarize related experience. This could appear on a separate sheet, right after your overview data and before your employment history, and should include the most related aspects of your past experience to the position you are applying for, explaining how each is related. Be as brief as possible.

3. Keep your resumé up-to-date.

The Interview

1. Before your interview, do some research regarding the company and, if possible, the position, so that you may ask intelligent questions and show a genuine interest in the position.

2. First impressions are very important. Arrive a few minutes prior to the interview so that you will have time to compose yourself.

3. Try to appear relaxed.

4. Check your grooming to be sure you look neat and tidy and as attractive as possible.

5. Don't answer questions hastily. Take time to think about your answer; then give a detailed reply.

6. Be prepared to answer questions abour your present and expected salary.

7. Express confidence and a willingness to learn.

8. Ask questions regarding the position and how it relates to your career plans.